



**HUMAN RESOURCES OFFICE
TECHNICIAN / AGR ADMINISTRATIVE INSTRUCTION**

Number: 07-10

23 April 2007

**Leave Planning for
Global War on Terrorism
(GWOT) Employees**

1. Global War on Terrorism (GWOT) employees are hired as either long term temporary or indefinite with a time limited appointment. It is important that attention be given to proper planning of leave that is accrued during their period of employment.

2. Due to their time limitation of 2 years cumulative employment, supervisors and managers must ensure a proper plan is accomplished to mitigate any possible loss of compensatory time or leave entitlements.

3. COMPENSATORY TIME:

Technicians that worked additional hours are compensated with compensatory (comp) time in lieu of overtime pay. Comp-time is earned 1 hour for 1 hour worked over 80 hour bi-weekly pay period or beyond their regularly scheduled work day. If separation occurs before comp-time is used, the comp-time will be forfeited. Comp-time should be used before annual leave.

4. ANNUAL LEAVE:

Upon separation, any unused annual leave will be paid in lump sum payment on the final check. As the amount of pay will increase, be aware the federal and state taxes will also increase accordingly.

5. SICK LEAVE:

Sick leave is earned at a rate of 4 hours per pay period from the first pay period of employment. Following separation from the technician workforce, sick leave balances are not paid in a lump sum payment, but will remain suspended until such time as the employee is reemployed as a Federal technician or Federal civil service employee.

6. Questions concerning leave and leave balances may be directed to Ms. Bobbi LeBallister at CAGNET 63062, DSN 466-3602 or (916) 8545-3602.


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